

**Attachment D:  
Cleveland Air Toxics Pilot  
Working Group  
Groundrules  
Adopted by the Working Group July 2001**

**I. Mission of the Working Group**

The mission of the group is to:

- 1) reduce risks from air toxics in Cleveland;
- 2) sustain the project over time; and,
- 3) learn from the pilot, identify lessons learned, and work with EPA to help replicate the pilot project in other cities.

**II Working Group Membership**

Members will be recruited and appointed as follows:

- 1) The facilitators will identify key groups of interested parties (i.e., stakeholder groups) and ask representatives within these groups to select 3 to 4 representatives to participate in the Working Group.
- 2) The Working Group will approve its membership at its first meeting by consensus.
- 3) The Working Group can add new members by consensus at any time, if it identifies key interests and concerns that are not represented.
- 4) Members will serve for a period of at least one year from the start of the Working Group.
- 5) Stakeholder groups or organizations may appoint an alternate if necessary to ensure adequate participation. The alternate will be named by the stakeholder group or organization. This alternate will receive all member correspondence. The Working Group strongly encourages members to attend all meetings to ensure consistency, informed discussion, and effective decisionmaking.

- 5) Any interested citizens and residents may also participate by attending and observing working group meetings, receiving Working Group mailings, and assisting on specific projects, where appropriate.

### **III. Responsibilities of Working Group Membership**

Members agree to:

- 1) Attend all regularly scheduled meetings. If a member is not able to attend a meeting, s/he may communicate views through another member or the facilitators.
- 2) Participate in educational briefings on air quality, air toxics, public health, air toxics risk reduction activities, and other subjects as agreed upon by the group.
- 3) Arrive at each meeting prepared to discuss the issues on the agenda. Preparation includes reviewing meeting summaries and materials mailed out prior to each meeting.
- 4) Help formulate the Committee's meeting agendas and work plans;
- 5) Represent the views of her/his constituents (i.e. organizations, businesses, or neighborhoods) as well as his/her own individual views.
- 6) Provide information to the public and to constituents to ensure that the larger public is kept informed of the Working Group's efforts.
- 7) Strive throughout the process to engage in respectful, constructive dialogue with other members of the group, bridge gaps in understanding, seek creative resolution of differences, and commit to the goal of achieving consensus on topics under discussion.
- 8) Appoint a mechanism for coordination and planning (i.e. steering committee) in order to develop agendas, work plans, and communicate with members between meetings.
- 9) Make commitments and/or secure commitments from other local actors for concrete, specific air toxics risk reduction activities.
- 10) Seek to not only to be cognizant of, represent and advocate for his/her own interest, but also the collective interests of the Working Group.

#### **IV. Communication among Members and Meeting Attendees**

In order to facilitate an open and collaborative discussion, members and the public who attend meetings will agree to the following rules:

- 1) Only one person will speak at a time and no one will interrupt when another person is speaking.
- 2) Each person will express his or her own views rather than speaking for others at the table.
- 3) No one will make personal attacks or issue statements blaming others for specific actions or outcomes. If a personal attack is made, the facilitator may ask the members to refrain from personal attacks. If personal attacks continue, the facilitator may ask the group to take a break to “cool off.”
- 4) Members will avoid grandstanding (extended comments and questions) in order to allow everyone a fair chance to speak and to contribute.
- 5) Each person will make every effort to stay on track with the agenda and to move the deliberations forward.
- 6) The Committee will provide opportunities for the general public's questions and comments.

Members are expected to communicate concerns, interests and ideas openly and to make the reasons for their disagreements clear. In the event that a member is unable to speak about a concern directly to another member, he or she can contact the facilitators by phone (or in person). The facilitators may serve as a channel for such concerns as well as work with parties between meetings, as necessary, to resolve conflict. Upon request, all information or views shared during conversations with the facilitators will be kept confidential.

#### **V. Making Working Group Decisions**

The purpose of the Working Group is to learn about air toxics, share information, discuss concerns and viewpoints, identify a range of activities that various actors might undertake to reduce air toxics, prioritize those actions, and select actions to support and/undertake, including the allocation of pilot funds.

In order to make decisions, the Working Group will operate by consensus. Consensus means that there is no dissent by any member. Granting “consent” means that each member can live with the decision and support its implementation.

Along with the right to offer or consent or express dissent as a Working Group member, comes the responsibility of making clear the reasons for dissent and making every effort to offer an alternative proposal satisfactory to other members.

Members should remain at the table during deliberations to hear the full discussions in order to make informed judgments when decision-making occurs. Members may also choose not to consent on a decision, but to abstain without offering dissent. Absence will be equivalent to abstaining.

In order to ensure full participation, fairness, and legitimacy of decisions, the Working Group will:

- Designate significant decisions as including, but not limited to, finalizing/changing operating principles, prioritizing actions, selecting key actions to undertake, allocating pilot funds over \$500, and finalizing Working Group joint documents such as brochures, fact sheets, and reports.
- All significant decisions that need to be made will be, whenever possible, included in meeting agendas distributed before meetings.
- Decisionmaking over significant decisions will take place over at least two meetings, whenever possible, to ensure adequate deliberation.
- All meeting summaries will include a listing of major decisions made and list the members in attendance who made the decision.

## **VI. Role of Facilitators**

The facilitator(s) will:

- 1) assist in formulating the agendas;
- 2) facilitate meetings;
- 3) assist the Committee members in complying with ground rules;
- 4) identify and synthesize points of agreement and disagreement;
- 5) assist in building consensus among members;

- 6) serve as a confidential communication channel for members or observers as needed;
- 7) advocate for a fair, effective, and credible process, but remain completely nonpartisan with respect to the outcome of the deliberations;
- 8) prepare meeting summaries and track action items and future agendas; and,
- 9) track group attendance. Each meeting summary will include a list of attendees. If a member of the group misses more than two meetings, the facilitators will contact that person to inquire why the person has been absent and if that person intends to continue participating in the working group. The facilitators will then share this information to the group as a whole and the group will take action, as and if necessary.

The facilitators are bound to the Society for Professionals in Dispute Resolution's Code of Ethics that states: "The neutral must maintain impartiality toward all parties. Impartiality means freedom from favoritism or bias either by word or by action, and a commitment to serve all parties as opposed to a single party."

## **VII. Meeting Summaries and Meeting Notification**

Meeting summaries of decisions, action items, next steps, and key issues, will be prepared for each meeting. The meeting summary will be distributed in draft form to Committee members for review and approval. In order to encourage open, frank, and informal dialogue, meetings will not be tape-recorded or videotaped. However, given that meetings will be open to the public, the media may tape record and/or videotape meetings as they deem useful and necessary.

Notice of Committee meetings will be made by notifying members via email, regular mail, and by posting meeting dates in neighborhood and city publications.

## **VIII. Media**

All Committee meetings will be open to the public and the media.

Members are free to make statements to the press regarding their own opinions, but agree not to attribute statements to others involved in the process. No member should presuppose to speak for the group as a whole. In order to facilitate productive deliberations, members will make every effort to abide by the ground

rules under the section "Communication" listed above while interacting with the media.

## **IX. Agenda Planning**

The Working Group will form a small, diverse group of members to plan agendas and develop draft workplans between meetings. Agenda planning will involve the following activities.

- 1) The facilitators will keep track of proposed future agenda items that arise in Working Group meetings.
- 2) Within two weeks of a Working Group meeting, any Working Group member may notify the facilitators of any additional potential agenda items for the next meeting.
- 2) The facilitators will compile and forward potential agenda items to the agenda planning group for review.
- 3) The agenda planning group will meet via conference call to develop a draft agenda for the upcoming Working Group meeting.
- 4) The facilitators will email/mail the draft agenda to the RAC at least one week prior to the meeting.
- 5) The draft agenda will be reviewed and agreed upon at the start of each Working Group meeting.

## **X. Coordination with the Technical Resources**

TO BE DETERMINED.

## **XI. Coordination with Subcommittees**

TO BE DETERMINED.